

# MANAGEMENT PLAN FOR DISTANCE EDUCATION

## SEMESTER 1 2024 - QUEENSTOWN CAMPUS

Activity	Responsible	Venue	Date/Time
<b>Orientation</b> Compulsory for ALL NEW students only)	Campus Manager; Coordinator; Distance education lecturers and students	Campus Hall	05 February 2024 @17:00
<b>Monday Evenings</b> <b>Session 1 (17:00-18:00)</b> N4 Entrepreneurship  N5 Municipal Admin  N6 Public Finance  <b>Monday Evenings</b> <b>Session 2 (18:00-19:00)</b> N4 Man Communication  N5 Public Finance  N6 Municipal Admin	Lecturers and Students	Room 013  Room 014 (N5)  Room 012 (N6)  013  014  012	05 /12/19/26 February 2024 04/11/18 March 2024 08/15/22/29 April 2024 06/13 May 2024  05/12/19/26 February 2024 04/11/18 March 2024 08/15/22/29 April 2024 06/13 May 2024
<b>Tuesday Evenings</b> <b>Session 1(17:00-18:00)</b>  N4 Public Admin	Lecturers and Students	Room 013	06/13/20/27 February 2024 05/12/19 March 2024 09/16/23/30 April 2024 07/14/May
<b>Wednesday Evenings</b> <b>Session 1(17:00-18:00)</b> N4 Computer Practice  N5 Public Admin  N6 Public Admin	Lecturers and Students	4 IR Lab  013  012	07/14/21/28 February 2024 06/13/20 March 2024 03/10/17/24 April 2024 01/08/15 May 2024

**Wednesday Evenings  
Session 2(18:00-19:00)**

N4 Computer Practice

N5 Public Relations

N6 Public Law

4 IR Lab

013

011

07/14/21/28 February 2024

06/13/20 March 2024

03/10/17/24 April 2024

01/08/15 May

**CLASS ATTENDANCE:**

- No student will be registered without paying a **MINIMUM** of R2000 to the **COLLEGE ACCOUNT**, available at the campus' administration office.
- **NO** student must attend a class **IF NOT APPEARING ON THE CLASS ATTENDANCE REGISTER.**
- Subject lecturers **HAVE A LEGAL RIGHT** to call students even for dates **NOT** scheduled as per this management plan.

**ASSESSMENT TASKS:**

- A student must write and submit **ALL** the formal assessments
- No late assignments will be accepted nor marked.
- No student will be allowed to absent him/herself from writing a test without a valid reason and such student must provide legitimate and acceptable evidence, thereof.
- **ALWAYS** sign for tests written or assignments submitted.